

CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

<p>Monday November 15, 2004 - 7 PM Library Commission Meeting</p>
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1. *Call to Order*
2. *Pledge of Allegiance*
3. *Roll Call*
4. *Minutes of Meeting of October 18, 2004*
5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)
6. *Friends of the Hayward Public Library Report*

This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.
7. *New Business*

Library Administration. The Library Director will provide a presentation on the various elements of Library Administration, including City/Community Liaison, Budget Administration, Personnel, Staff Development and Training and Grant Development and Management.
8. *Library Director's Report*

Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.

9. *Library Commission Report*

This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.

10. *City Council Liaison Report*

This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.

11. *Agenda Building*

This time is provided for Commissioners to request items to be listed specifically on the Library Commission Agenda for coming months.

12. *Meeting Evaluation*

This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.

13. *Adjournment*



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Marilyn Baker-Madsen at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
October 18, 2004 - 7 PM

Livermore Public Library
Civic Center
1188 South Livermore Avenue
Livermore, CA 94550

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 7:28 PM.

2. **Pledge of Allegiance**

Commissioners did not recite the Pledge of Allegiance, as the meeting room did not contain a flag.

3. Attendance	Present This Meeting	Present To Date	Absent to Date This F/Y
Linda Bennett	X	2	0
Lisa Brunner	X	2	0
William Burnside	X	1	1
Jessica Fields	X	2	0
Elsa Glines	X	2	0
Helen Wu	X	2	0

Guest: Susan Gallinger, Director, Livermore Public Library

Staff: Marilyn Baker-Madsen, Library Director
Linda Atwater, Administrative Secretary

4. **Minutes of the Meeting of September 20, 2004**

Board Action: It was moved and seconded (Glines/Wu) to approve the minutes of the meeting of September 20, 2004 as submitted. Unanimously carried.

5. **Public Comment.** The Library Commission was introduced to Susan Gallinger, Livermore Public Library Director.

6. **Adjournment.** The meeting was adjourned at 7:30 and the Library Commission toured the Livermore Public Library.